



Department of Administrative Services  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and City Council Members

**Thru:** George Purefoy, City Manager  
Nell Lange, Assistant City Manager

**From:** Tom Johnston, Director of Administrative Services

**Date:** January 10, 2011

**Subject:** Consider and Act Upon Award of RFP #1110-068, for Green Kids Education Website Development and Support to Single Serving Media, Inc., and Approval of Resolution Authorizing the City Manager to Execute an Agreement for these Services.

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**Action Requested:** City Council award of RFP #1110-068, for Green Kids Education Website Development and Support to Single Serving Media, Inc., and approval of resolution authorizing the City Manager to execute an agreement for these services.

**Background Information:** Purchasing solicited RFP #1110-068, for Green Kids Education Website Development and Support for Environmental Services. An evaluation team consisting of members from Purchasing, IT, Communications, and Environmental Services evaluated the four proposals submitted according to the evaluation criteria listed in the request for proposals and is recommending Single Serving Media, Inc. as the best solution to fit the Cities needs. The website will be geared toward elementary school age children to promote environmental awareness. Total cost for this service will be \$35,000. This amount includes \$500 a year for five (5) years of support.

**Board/ Citizen Input:** N/A

**Alternatives:** City Council could choose not to award at this time.

**Financial Considerations:** Funding is available through the Environmental Services fund.

**Legal Review:** Agreement reviewed by Claire Swann of Abernathy, Roeder, Boyd & Joplin and approved its form.

**Supporting Documents:** Department memo, resolution and agreement.